

Administrative Checklist - Supporting Learners in the Technology Age

	1 - Novice	3 - Intermediate	5 - Proficient
Knowledge of how SMARTBoard works and functions	Uses the SMART Board to write down notes, little to no interactivity.	The teacher demonstrates some understanding of how the SMART Board works and functions. (i.e. ability to use some tools, can manipulate objects, may be able to explain layering and grouping)	The teacher clearly shows a thorough understanding of how the SMART Board works and functions. (i.e. ability to use tools, Notebook software, manipulate objects, can explain layering and grouping)
Designing the Lesson and Classroom Environment	Limited use of the SMART Board. Does not typically apply strategies to manage student learning.	Applies some strategies to manage student learning. Use of the SMART Board is usually within the context of the content activities. Usually has a High Frequency of use During Lesson.	Applies strategies to manage student learning. manages the SMART Board within the context of the content activities. Applies current research while planning the lesson. Always has a high frequency of use during lesson
Lesson Allows for Students to interact with SMART Board	Teacher does not have the students utilize the SMART Board	Usually allows students to work in groups. Allows some time for research and to gather information. Some time is given for independent work. (i.e. breakout groups, students lead researcher or fact checker, etc)	<ul style="list-style-type: none"> • Research and gather information • Use creative thinking skills • Easily navigates lesson • Work Independently • Work with others
Areas that allow students to show understanding of SMARTBoard Function	Teacher is the primary user of the SMART Board.	Teacher uses the SMART Board to present information and creates interactive lessons for students during whole class and small group instruction. Teacher effectively moves between Notebook software and all other applications.	Teacher presents information on the SMART Board and creates interactive lessons for students in a variety of instructional techniques. Teacher enables students to design and use the SMART Board for presentations and projects.
Assessment and Evaluation of Students work	Does not use the SMART Board to Evaluate students work.	Teachers use some tools within the SMART Board to collect and analyze the students work. Usually Measures the Students Improvement (Does Attention Span improve, Increase in Student productivity, Increased Student Success.) Allows some time, to evaluate a student's progression. Allows for ongoing evaluation. Lesson and Activities state purpose and goals.	Teacher uses a variety of tools within the SMART Board to collect and analyze the students work. Measures the students' improvement (Does attention span improve, increase in student productivity, increased student success.) Allows enough time, to evaluate a student's progress. Allows for ongoing evaluation. Attention is paid, not just to the outcome, but to the steps Leading up to the outcome as well. Lesson and activities clearly state purpose and goals.